DOCUMENT INDEXING – SELF-FINANCE POLICY		
Title: Staff Leave Policy		
Description: The Staff Leave Policy outlines procedures for applying for leave, documentation for approved and extended leaves and arrangements for temporary coverage of duties for Teaching and Non-Teaching staff in the self-financing stream.		
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Policy Implementing Department	Human Resource Department (HRD)	
Proposer	Dr. M M Ramya, Dean	
Drafter(s)	Mr. Pirama Nayagam S, HRD	
Revisor(s)	Ms. Bhavani S, Asst. Coordinator, IQAC & Ms. Mehala Devi P, HRD	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - SF		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Dean	Dr. M M Ramya	
Deputy Dean	Dr. R. Surekha	
Coordinator, IQAC	Dr. V. S. Murali	
Chief Manager, Management office	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Sri. Pannalal Chordia	
Secretary/Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

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I. Background

The leave policy of Agurchand Manmull Jain College is designed to ensure a balance between the operational needs and the well-being of the employees. It encompasses various types of leave, including annual leave, sick leave, maternity/paternity leave, and special leave for personal matters. This policy gives a clear insight to all the staff members of this institution to be out of institution for personal reasons and is rooted in the recognition of the demanding nature of academic work, including teaching, research, and administrative responsibilities. Additionally, the policy is intended to foster a supportive work environment that contributes to the institution's overall productivity and success.

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II. Objectives

The college understands the vital importance of a leave policy that benefits both the institution and its staff members. Its objectives are as below:

1. It outlines procedures for applying for leave, ensuring that the academic institution's operations are not disrupted. This includes advance notification requirements, documentation for extended leaves, and arrangements for temporary coverage of duties.
2. It promotes the well-being of its staff by offering them adequate time off from work. This includes provisions for rest, recovery, and personal matters, thereby supporting a healthy work-life balance.
3. It encompasses various types of leave, such as sick leave, maternity/paternity leave, and vacation time, ensuring employees can attend to personal health, family needs, and personal development without compromising their job security.

III. Leave Period

1. The Leave period means the Academic year of college which is generally commences from June of the current year to May of the coming year.

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2. The leave of each academic year should be availed within the same academic year only.
3. Staff joining /leaving at any point during this period would be eligible for leave benefits on Pro rata basis.

IV. Eligibility

All the Teaching and Non-Teaching staff members associating with Agurchand Manmull Jain College – Shift- II including staff on probationary/training period, confirmed staff, and staff who are working as consultants are eligible to avail leave as per this policy.

V. General Rules

1. The Leave shall not be claimed as a matter of right but it is an entitlement which needs to be applied and approved.
2. Leave could be granted subjected to the service exigencies and subjected to a maximum of such number of days in the aggregate in an Academic year, as the Agurchand Manmull Jain College may fix from time to time.
3. A staff shall not normally or on any pretence absent himself/ herself from his/her duties without obtaining prior permission from the Sanctioning Authority.
4. The sanctioning authority of leave(s) for the teaching staff is Dean and for Non-Teaching staff it would be the Reporting Manager/ Chief Manager/Director.
5. Leave without prior approval/permission will be treated as Unauthorized, and will be considered under Leave on Loss of Pay.
6. Excess Leave availed during the leave period shall be calculated as LOP and will be deducted while paying the monthly salary. In case of staff separation from the institution, the same shall be adjusted in the full and final settlement.
7. Leave should be applied only through ERP and in case of sudden/unforeseen contingencies such leave could be applied through mail for further approval.

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8. Absence from duty after expiry of leave adjusted as LOP and entails disciplinary action.

9. Absence without Leave eligibility will constitute an interruption in service (break in service). No leave shall be applied/approved through Oral/SMS/WhatsApp/Telephone.

10. Staff members should not indulge in any political movement or activities during the leave and should not create an embarrassing situation to the institution.

11. No leave will be granted during the notice period. However, on extreme emergency, if a staff member while on notice period can avail their casual leave and earned leave only. A maximum of 3 days of casual leave on a pro rate calculated on a quarterly basis and a maximum 10 days of earned leave can be granted during notice period.

12. All the leaves will be approved only by the management. Un availed casual leave and sick leave can neither be encashed nor be carried forward, but it lapses at the end of every academic year.

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VI. Leave Types

The Staff of Agurchand Manmull Jain College are entitled for the following types of Leave.

S.No.	Type of Leave	Abbreviation
1.	Casual Leave	CAL
2.	Compensatory Off	COO
3.	Sick Leave	SIL
4.	Medical Leave	MEL
5.	Earned Leave	EAL

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6.	Academic Leave	ACL
7.	Maternity Leave	MAL
8.	Paternity Leave	PAL
9.	Wedding leave	WEL
10.	Compassionate Leave	COL
11.	Vacation Leave	VAL
12.	Restricted Holiday	REH
13.	Leave on Loss of Pay	LOP

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1. Casual Leave – CAL

a. Casual leave is applicable for all the staff mentioned as per eligibility mentioned above in Section IV.

b. Casual leave is a privilege but not earned by duty. It accommodates/allows the staff to take time off from work for personal reasons such as family emergencies, personal errands, special occasions, medical appointments, and temporary illness, etc when they need.

c. All staff are entitled for 12 days of Casual Leave in an academic year.

d. CAL should be applied at least 1 day in advance.

e. Maximum 3 CALs shall be granted to the staff in a month, provided the staff should have the requisite CAL on credit. In case if a staff needs more than 3 days then the leave would be automatically changed to Earned Leave for permanent staff or it would be treated as LOP if the staff under probation is not having the leave credit on pro rata basis.

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f. CAL should not be combined with any other kind of leave except sick leave while the staff is on medical illness.

g. CAL (Unavailed) cannot be carried forward to the next year, or converted to other types of Leave nor can it be encashed. The unused CAL lapses every year.

2. Compensatory Off – COO

a. This leave is applicable for all staff as mentioned in eligibility.

b. Compensatory Off – COO is a kind of leave sanctioned to a staff in lieu of having either attended on Public Holidays/ Weekly Holidays or **extended the office hours.**

c. COO should be availed and should be granted by the reporting manager for the number of days worked.

d. In case if an entire department has worked, then the reporting manager should ensure only 10% of the staff could be on comp. off during the working day and should have a staffing staggering/distribution plan and the same should be approved by the Principal/Dean/Chief Manager and forwarded to HRD for marking attendance.

~~e.~~ COO should be availed within the semester, for which the Dean/Chief Manager should approve.

~~f.~~ COO cannot be accumulated or carried forward to the next semester or converted to other types of Leave nor can it be encashed.

g. COO shall not be granted for conducting additional classroom discussion, extended meetings, delayed travel, unable to complete the routine task while during working hours, etc.

3. Medical Leave – MEL

a. Medical Leave (ML) is applicable to all eligible staff, excluding those on probationary period, internship, training, or notice period.

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b. Medical Leave can be availed by staff who are hospitalized or need time off for recovery from a serious illness, with or without hospital admission.

c. All confirmed staff are eligible for Medical Leave beyond 3 days if supported by a Medical Certificate (MC) from a Registered Medical Practitioner.

d. Staff availing Medical Leave must submit the Medical Certificate on the day of resuming duty, ensuring the illness is properly documented.

e. Medical Leave (ML) cannot be carried forward to the next year, converted into other types of leave, or encashed. Unused ML will lapse at the end of each year.

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4. Sick Leave – SIL

a. SIL is applicable for all the staff as per eligibility mentioned including the staff on probationary period/internship/training/Notice period.

b. Staff those who are unwell and needs to take care of their health with or without hospital admission could **only** avail sick leave.

c. All **confirmed** staff are eligible for maximum 3 days of sick leave in a year.

d. Staff availing consecutive 3 days of Sick Leave should produce **Medical Certificate (MC)** from a Registered Medical Practitioner on the day of resuming duty.

e. If a staff is on hospitalization or on serious illness for more than 3 days then the un availed casual leave shall be granted and subsequently the Unavailed Earned Leave (EAL) shall also be granted to support the ailing staff member.

f. SIL/ML shall not be eligible for ESI members. ***If sickness report is received from the ESIC, then the employer need not pay for it***.

g. SIL (Unavailed) cannot be carried forward to the next year, or converted to

other types of Leave nor can it be encashed. The unused SIL shall lapse every year.

5. Earned Leave – EAL

a. Only confirmed staff of Agurchand Manmull Jain College either Teaching or Non-Teaching staff are entitled to earn their leave including staff who are full-time consultants. Staff on probationary/internship/training period and part-time consultants are not eligible for this leave.

b. Every staff is entitled for earned leave with salary from the date of confirmation of service, at the rate of ONE EAL per 35 calendar days of service rendered to the institution and to a maximum of 10 EAL in each Academic year as duly credited in to the EAL entitlement by the HRD. Hence, EAL cannot be granted in advance.

c. **Encashment of EAL** is permitted up to a maximum of 90 days in their journey with Agurchand Manmull Jain College, however, only 3 EAL are allowed to be carried forward to the subsequent academic years, up to five years of service in the institution, with effect from the date of the implementation of this policy. From the sixth year of service, the staff can carry forward to a maximum of 5 EAL. The remaining EAL of 7 days or 5 days, respectively, can either be utilised by the staff or will be lapsed on the last working day of the respective academic year.

d. All the accumulated EAL can be encashed by the staff only upon separation from the institution. The accumulated EAL shall be paid towards encashment of EAL in the full and final settlement as per the below formula.

EAL Encashment = No. of EAL *(BASIC+DA)/30.

6. Academic Leave – ACL

The Academic Leave is applicable to all Teaching staff including those in their probation, to enable them to be academically strong and encourage them to represent our Institution in the deserving conference, symposium, and seminars.

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a. Although ACL is entitled to all teaching faculty, the staff must submit the request to avail ACL through email or written letter, minimum 3 working days in advance and can avail ONLY upon approval of the Dean on case-by-case basis and with due consultations with HRD. Any staff availing ACL without prior approval from Dean, will not be granted and leave balance from their entitlement will be automatically levied by HRD.

b. This leave can be availed in the instances of a teaching staff willing to participate in the following activities:

   i. For attending Board meeting/ valuation board

   ii. FDP/MDP/QIP

   iii. Delivering Guest Lecture/ Presentation of Paper/Article/ Case study in the International and or National Conference / Seminar

   iv. Ph.D. Research work on specific cases where the data and travel are very much essential.

   v. University of Madras evaluation/practical examination/External examination connected with Agurchand Manmull Jain College.

c. Academic Leave is not limited for an individual in an academic year, but the reflection of each participation should quantify, bring value addition to the institution by their presence.

d. Teaching Staff availing this leave pertaining to this clause must submit their request along with substantial documents for approval before one week.

e. This type of leave can neither be encashed nor be accumulated.

f. ACL will not be granted for the teaching staff who is on notice period.

g. This type of leave is not applicable for non-teaching staff and consultants.

h. Upon return the staff is required to submit a report to HRD through Dean about the learning, its relevance to our institution and the faculty's thought on its impact

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and influence in the performance score through this learning with a proof of Attendance, Geo tagged photos for their presence.

7. Maternity Leave – MAL

a. Agurchand Manmull Jain College provides 24 weeks (6 months) of paid maternity leave to the female staff member as per Maternity Benefit Act to any women staff who has worked for at least 80 days in the 12 months preceding the expected delivery date. This leave is also applicable for mothers who adopt a child under the age of six months, only from the date of adoption.

b. This leave is not eligible for staff who are working as internship/training/Part-time consultants.

c. This leave is restricted for the first two children born to the staff.

d. Leave salary during MAL shall be same as admissible under EAL provisions.

e. Further, maternity leave is also applicable for Surrogate Mothers who bare the child complying to the provisions of the Surrogacy (Regulation) Act, 2021 of India, to avail MAL for a maximum of 90 days, before the expected date of delivery or from the date of child birth as decided by the staff.

f. If a female staff is expecting her child through a surrogate mother who bears her child with due compliance to the Surrogacy (Regulation) Act, 2021 of India, the staff can avail a MAL for a maximum of 6 months, before the expected date of delivery or from the date of child birth as decided by the staff.

g. Likewise, a female staff undergoing an Abortion or a Medical Termination of Pregnancy, can avail leave for a minimum of 15 days and maximum of 30 days subject to submission of Medical Certificate from a Registered Medical Practitioner.

h. Staff can avail maternity leave along with EAL as applicable to her credit, provided, she has not availed her EAL in the respective year subject to the approval of the management through Principal/Dean/ Chief Manager.

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i. Except the case of abortion or any emergency during the pregnancy, the staff must apply MAL minimum 30 working days prior to the date of commencement of maternity leave, for management approval and must state an undertaking in the MAL application that they are aware of this leave policy entitlement.

j. The staff is entitled to receive Maternity Leave pay on monthly basis. However, any staff utilising the maternity pay benefit and wants to discontinue from service at the end of the maternity leave, the staff would have to forgo the maternity benefit in the full and final settlement adjustments.

k. Any revision of salary or incremental pays accounted under the annual performance-based appraisal scheme, falling during the maternity leave availed by a staff, shall be duly calculated by the HRD for the respective months w.e.f. sanction of appraisal and will be considered for calculating the monthly maternity pay.

l. **Illustration:** Staff applied MAL with X salary in March 2024 to avail Maternity leave from 10th April 2024 and receives an Increment and Incentive as part of the revised salary based on the annual appraisal w.e.f. April 2024. Then, the HRD will calculate the Maternity Pay benefit as per the below formula for the months of March and April 2024 with the Basic pay and DA of X salary. For the remaining months of May to August 2024, the Basic Pay and corresponding of revised Salary will be calculated.

m. The maternity pay will be calculated as per the below formula:

Maternity Pay per month = BASIC+DA of the month

8. Paternity Leave – PAL

a. The College provides 15 days Paternity leave to the male staff who has worked for at least 12 months before /preceding the expected delivery date. This is not applicable for the staff on probationary/internship/training period, serving their notice period and staff who work as consultants.

b. The Paternity Pay will be calculated similarly to that of Maternity Pay in exceptional cases like in the illustration in 7 (l) of this policy.

c. Such leave is applicable for first child born to the staff.

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d. The request must include documentation such as a medical certificate from a Registered Medical Practitioner indicating the expected date of delivery.

e. This leave is applicable only for children born through the legally wedded wife.

f. The staff can avail paternity leave along with the accumulated EAL (only on extreme cases subject to prior approval by the management) as applicable to his credit.

g. The paternity pay will be calculated as per the below formula:

Paternity Pay = BASIC+DA for the days availed.

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9. Wedding Leave – WEL

a. WEL is applicable for staff who has worked for at least 12 months before/preceding the expected Wedding date only once. This is not applicable for the staff on probationary/internship/training period, serving their notice period and staff who work as consultants.

b. Agurchand Manmull Jain College provides a maximum of 15 days of paid Wedding Leave to the staff.

c. The two weeks of leave can be availed either before or after or both, at both one stretch or two split stretches. The leave cannot be availed beyond a maximum of 2 months from the date of wedding.

d. Staff availing such leave should forward their leave application through proper channel to the HRD with an invitation card or a marriage certificate as documentary proof for approving the leave.

e. The staff can avail Wedding Leave along with EAL as applicable to their credit, provided, they have not availed their EAL in the respective year subjected to the approval of the management through Principal/Dean/ Chief Manager.

f. The staff can avail wedding leave along with the accumulated EAL only subject to prior approval by the management as applicable to the EAL credit.

Wedding leave Pay = BASIC+DA for the days availed.

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10. Compassionate Leave – COL

a. COL is applicable for all the staff.

b. The College provides 3 days of paid compassionate Leave for the Bereavement in the family / demise of staff's spouse, wards, parents, siblings, and parents-in law.

c. They could avail COL along with available EAL if required based on the approval of the management from the date of the bereavement through Dean/ Chief Manager.

11. Vacation Leave – VAL

a. All Teaching and Non-Teaching staff including Librarians and Physical Directors, having served with Agurchand Manmull Jain College for two semesters in an academic year can avail 30 days of vacation leave during that academic year. This vacation leave could be further split as 10 days during winter and 20 days during summer.

b. Teaching and non-teaching staff serving their notice period / probationary period, interns, trainees, and consultants are not eligible for this leave.

c. The vacation period for both odd and even semesters will be notified by HRD well in advance.

d. Vacation leave should be applied at least a week before availing this type of leave and the same should be approved by the management before availing it.

12. Restricted Holiday – REH

a. This leave is applicable only for the confirmed staff of Agurchand Manmull Jain College. All staff are entitled for 3 days of REH in an academic year as per the State Government Restricted Holiday List pertaining to that academic year.

b. However, only one-third of the staff of a department can avail REH on a given date.

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c. Staff serving their notice period / probationary period, interns, trainees, and consultants are not eligible to avail this type of leave.

d. REH can be availed only after obtaining prior approval from the management.

13. Leave on Loss of Pay – LOP

a. Loss of Pay – LOP is defined as the deduction in salary due to absence without information, availing or extending the leave when a staff member does not have adequate leave balance in their account. LOP is calculated based on the per- day salary of a staff.

b. If any staff member is absent from duty without prior or later permission, exceeding seven days will be construed as abandonment of service. Necessary action would be initiated by the HRD up to setting up of **"Disciplinary Enquiry Committee"**

c. If a staff is on LOP for 10 or more days at a stretch in a year, it will be considered as a Break-in-Service, unless an acceptable supporting document in evidence of justifying the same and recommended by the disciplinary enquiry committee. Such LOP may result an impact in the performance appraisal of that staff which may impact on increment, if any, shall be decided by the management from time to time.

VII. Enforcement

Misuse of this policy is considered as a serious breach and will be dealt with severely as per the code of conduct policy and as deemed fit by the management.

VIII. Policy Review – One year

The policy shall be reviewed at the end of every academic year during the appraisal process and incorporate amendments or suggestions with effect from the beginning of the next academic year.

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IX. Policy Population:

This staff leave policy applies to all Self-Financing Stream (Shift – II) Teaching and Non-Teaching staff including staff on probationary/ internship/ training period, confirmed staff, and staff who are working as consultants at Agurchand Manmull Jain College.

X. Conclusion:

This revised leave policy is a thought designed as it is essential for any educational institution. In this Agurchand Manmull Jain College's leave policy is providing clarity and consistency in managing both teaching and non- teaching staff's leave and hence it promotes work-life balance enabling and enhancing their productivity and efficiency in workflow and workforce.

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